

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: June 10, 2005

LEAVE ACCOUNTING LETTER #05-009
(CSU Only)

TO: ALL Campuses in the California Leave Accounting System (CLAS)

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **HOLIDAY INFORMAL TIME OFF RESET**

This is to inform you that the unused balances for Holiday Informal Time Off (HI) will be reset to zero for the July 2005 leave period for all campuses requesting this service. Begin Balance transactions (HI24) will be posted with a zero amount on July 25, 2005.

The following campuses opted to have HI balances reset in July 2004 and are currently scheduled to participate in the July 2005 automated process:

- Chico
- San Diego
- Bakersfield
- Los Angeles
- San Marcos
- California Maritime Academy
- Channel Islands

To be added to or deleted from the automatic reset process, please contact Dana Knedel at (916) 324-3025, or via email at dknedel@sco.ca.gov, no later than July 15, 2005.

JRH:DK:CLAS